

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Room 3416, 700 West Capitol Avenue  
Little Rock, Arkansas 72201

**AR NOTICE CN-68**

**For:** All FSA County Offices

**Cotton Loan Repayments by Wire Transfer**

**Approved by:** State Executive Director

*for*

*Antonio M. Franco*

**1 Overview**

**A Background**

Cotton loan repayments may be made by wire transfer. Wire transfers allow a producer or his/her agent to transfer loan repayment amounts directly into CCC's account at the Federal Reserve. Additional handbook references for wire transfers are contained in 3-FI, paragraphs 39 and 69, and 7-CN, paragraph 209. Instructions were also provided in Arkansas Notice CN-61, which expired June 30, 2003.

**B Purpose**

This notice reissues instructions found in Arkansas Notice CN-61. It also clarifies that the date of repayment is the date the wire transfer receipt is received in the County Office, as amended in 7-CN, Amendment 14.

**C County Office Action**

Follow instructions in Exhibit 1 of this notice when processing cotton loan repayments made by wire transfer.

Disposal Date	Distribution
August 31, 2004 09/15/03	All County Offices

**Instructions for Processing Cotton Loan Repayments by Wire Transfer**

Step	Action
1	A producer/buyer can request a CCC-258 from the County Office, and document bales to be redeemed. It is the producer's or his/her agent's responsibility to ask their bank about its wire transfer procedure, time needed to process such requests, related fees, and to provide confirmation of the wire transfer. Reference: 3-FI, par. 39 and 7-CN, par. 209.
2	County Office shall calculate the repayment amount by using an estimated repayment according to 7-CN, par. 202, or by using the buyer's estimate, if reasonable.
3	Complete the CCC-258 according to 7-CN, subparagraph 209, and FAX it to the producer/buyer or their bank along with your FAX number. Establish a manual log of sequentially assigned 4-digit wire transfer numbers beginning with "9001".
4	The bank will complete the shaded areas of the CCC-258 and send the wire transfer to the Federal Reserve (not your CBS bank)
5	The bank is to FAX the completed CCC-258 and confirmation of the wire transfer to the County Office on the date of the wire transfer. This confirmation is usually a printout verifying that the producer or his/her agent's bank has transferred the correct amount to CCC's account. It is the responsibility of the producer/buyer to assure that CCC receives this notice. Use AWP and CCA in effect on the date received.
6	Both the wire transfer confirmation or receipt and the CCC-605's must be in the County Office in order for it to be considered a repayment. If the buyer wants to FAX CCC-605's to the County Office, the buyer must ensure that we have a CCC-237 on file for the person or company transferring the bales to him. The CCC-237 can be on file in the National Registry according to 7-CN subparagraph 205 D, or on file in the Arkansas State Office.
7	<p>Accept the wire transfer receipt from the bank as confirmation of receipt of funds and record the repayment through APSS. When entering into APSS/Accounting:</p> <ul style="list-style-type: none"> <li>• On Screen PPD61000, answer "Y" to the question, "Is this a wire transfer?"</li> <li>• On Screen AGK00500, select option 3 (Electronic Funds Transfer CCC-257)</li> <li>• On Screen AGK01500, enter "00001EFT" for the check number. For subsequent wire transfers recorded on the same date, increase the assigned number for each. For example, the second one would be "00002EFT".</li> </ul>
8	After the funds are deposited, go back into Accounting and balance the schedule. A detailed report will be printed for the file. Reference: 3-FI, par. 102. On screen AGK000, take option 3, "Prepare Schedule of Deposit" (CCC-257). Screen AHK00505 will be displayed to open the CCC-257. You may have to take CMD 1 to bypass until EFT schedule is displayed on the screen. Then enter total amount of all remittances on that CCC-257.